



**COMMUNITY IMPACT FEE ADVISORY COMMITTEE  
REGULAR SESSION MINUTES  
JULY 14, 2021**

**COMMITTEE MEMBERS:**

Julie Leonard, Place 1  
Tasha Green, Place 2 (Arrived at 5:43 p.m.)  
Philip Tryon, Place 3  
Prince John Chavis, Place 4  
Grant E. loveless, Place 5  
Cecil Meyer, Place 6  
Lakesha Small, Place 7  
Barth Timmermann, Developer Representative (Absent)

**CITY STAFF:**

Scott Dunlop, Development Services Director  
Pauline Gray, P.E., City Engineer  
Mandy Miller, Administrative Assistant

**REGULAR SESSION – 5:30 P.M.**

With a quorum of the Community Impact Fee (CIF) Advisory Committee Members present, the regular session of the Manor CIF Advisory Committee was called to order by Committee Member Tryon at 5:38 p.m. on Wednesday, July 14, 2021, in the Council Chambers of the Manor City Hall, 105 E. Eggleston St., Manor, Texas.

**PUBLIC COMMENTS**

No one appeared to speak at this time.

**REGULAR AGENDA**

- 1. Consideration, discussion, and possible action on appointing a Chairperson to the Community Impact Fee Advisory Committee.**

The City staff recommended that the CIF Advisory Committee appoint a Chairperson.

Committee Member Tryon opened the floor for volunteers.

Committee Member Meyer nominated Committee Member Chavis.

**MOTION:** Upon a motion made by Committee Member Meyer and Seconded by Committee Member Small to appoint Committee Member Prince J. Chavis as Chair of the CIF Advisory Committee.

There was no further discussion.

**Motion to appoint carried 6-0**

**The meeting was turned over to Chair Chavis.**

**2. Consideration, discussion, and possible action on a 2021–2022 Community Impact Fee Advisory Committee schedule.**

The City staff recommended that the CIF Advisory Committee approve a 2021 Impact Fee Program schedule.

Development Services Director Dunlop gave a summary of the CIF Advisory Committee Schedule and answered questions from the Committee.

City Engineer Gray answered questions from Committee regarding the scheduled dates for the CIF meetings and clarifying the length of time being approximately thirty (30) minutes to an hour (1) hour for each meeting.

**MOTION:** Upon a motion made by Committee Member Tryon and Seconded by Committee Member Leonard to approve the 2021–2022 Community Impact Fee Advisory Committee schedule.

There was no further discussion.

**Motion to approve carried 6-0**

**Committee Member Green arrived at 5:43 p.m. and took her place at the dais.**

**3. Consideration, discussion, and possible action on activities related to the Community Impact Fee Advisory Committee.**

City Engineer Gray gave a summary of this item. Ms. Gray stated there are at least three (3) new developments located near FM 973 and Gregg Lane that were not in the original plans discussed at the 2020 CIF Advisory meetings.

The discussion was held regarding the reasons why the new plans were not included in the previous 5-year plan.

The discussion was held regarding the type of development being proposed for residential and/or commercial.

The discussion was held regarding other areas of development besides Gregg Lane.

The discussion was held regarding the clarification on the approval of the CIF Committee schedule.

City Engineer Gray answered questions from the Committee regarding the necessity and reasons for the CIF Advisory meetings.

There was no action taken on this item.

## **ADJOURNMENT**

**MOTION:** Upon a motion made by Committee Member Leonard and Seconded by Committee Member Loveless to adjourn the regular session of the CIF Advisory Committee at 5:54 p.m. on Wednesday, July 14, 2021.

There was no further discussion.

## **Motion to approve carried 7-0**

These minutes approved by the CIF Advisory Committee on the 11<sup>th</sup> day of August 2021.

## **APPROVED:**

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Prince J. Chavis  
Chair

## **ATTEST:**

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Scott Dunlop  
Development Services Director